

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 6-61

10 April 1961

SUBJECT: Foreign Language Proficiency Tests

REFERENCES: A. Agency Notice [REDACTED] Language
Development Program - Schedule of Proficiency Tests

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B. OTR Bulletin, March - April 1961

1. Office of Training personnel who claim foreign language competence, but who have not had this competence tested and recorded, are directed to submit to tests by the Office of Training at the earliest practicable moment.

2. Please refer to references A. or B., above for schedules of proficiency tests administered by the Language and Area School, OTR. Information on language tests published in the OTR Bulletin is found on pages 9 and 10 of the March - April 1961 issue.

3. Accomplishment of this proficiency test is to each employee's self-interest, in terms of career management. It is important, too, to the development and maintenance of an accurate, current inventory of Agency language skills. The tests are an integral part of the Language Development Program and a key factor in the administration of the language awards program.

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MATTHEW BAIRD
Director of Training

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